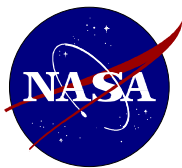


NASA KENNEDY SPACE CENTER

INTERNATIONAL SPACE STATION AND PAYLOADS RECEIVING AND SHIPPING GUIDELINE



National Aeronautics and
Space Administration
John F. Kennedy Space Center

**Kennedy Space Center (KSC)
International Space Station (ISS) and Payloads
Receiving and Shipping Guidelines**

APPROVAL PAGE

Prepared by:

// Original Signed By //

David A. Thomas
CAPPS Mission Support

Concurred by:

// Original Signed By //

Rodney P. Berwanger
ISS/Payload Processing Logistics
Division NASA-KSC

// Original Signed By //

Robert W. Kurrus, Senior Manager
Material Availability

Approval by:

// Original Signed By //

Joe W. Herron, Director
Ground Systems and
Logistics

// Original Signed By //

Harry A. Heimmer, Chief
ISS/Payload Processing Logistics
Division NASA-KSC

**Kennedy Space Center (KSC)
International Space Station (ISS) and Payloads
Receiving and Shipping Guidelines**

REVISION AND HISTORY PAGE

REV.	DESCRIPTION	PUB. DATE
Basic	Change the document number from K-SS-12.17 to KPL-UG-50004, DCR-05-087.	07/21/2005

Table of Contents

Approval Page	ii
Revision and History	iii
Table of Contents	iv
Abbreviations & Acronyms	vi
1.0 Introduction	1
2.0 Selecting the Proper Shipping Form	1
2.1 Types of Shipping Forms	1
2.2 Types of Property Transactions	2
3.0 Shipments to KSC (Inbound)	5
3.1 Checklist of Required Information for Shipping to KSC	5
3.2 KSC Shipping Addresses	6
3.3 Inbound Notification Process	8
3.4 Inbound Charter Aircraft	8
4.0 Shipment of Utilization Payload Assets to KSC	9
4.1 Flight Readiness Status	9
5.0 Receipt of Shipments at KSC	9
5.1 Checkout, Assembly Payload Processing Services (CAPPS) Boeing	10
5.2 Space Flight Operations Contract (SFOC) United Space Alliance (USA)	10
5.3 SPACEHAB	10
6.0 Shipments from KSC (Outbound)	10
6.1 How to Request Outbound Shipments	11
6.2 How to Request Offline Shipments	11
6.3 Export Shipments	11
6.4 Required Information for Export Shipments	11
6.5 Shipper's Security Endorsement	11
7.0 KSC Points of Contact List	11
7.1 Mission Support Representatives	12
7.2 Property Management	12

7.3	Transportation	12
7.4	Customs/Exports	12
7.5	Additional Points of Contact	13
Appendix A	Shipping Forms	14
Appendix B	Information Required for Export Shipments	19
Appendix C	Shipping Form Guidelines; Utilization Payloads	23

Abbreviations & Acronyms

AMS	Asset Management Services	
CAPPS	Checkout, Assembly and Payload Processing Services	
CCAS	Cape Canaveral Air Station	
GFP	Government Furnished Property	
GSE	Ground Support Equipment	
IDP	Integration Data Package	
IP	International Partner	
IPT	Integrated Product Team	
ISS	International Space Station	
ISSP	International Space Station Program	
JSC	Johnson Space Center	
KSC	Kennedy Space Center	
MOU	Memorandum of Understanding	
NASA	National Aeronautics and Space Administration	
OPR	Office of Primary Responsibility	
POC	Point of Contact	
PP	Program Participants	
SFOC	Space Flight Operations Contract	
SSPO	Space Station Program Office	
USA	United Space Alliance	

1.0 Introduction

The issue of property control is essential due to the various ownership and assortment of hardware located at the Kennedy Space Center (KSC). The information requested herein is vital to identify and account for International Space Station Program (ISSP) and Payload assets received and subsequently located at KSC. Further, adherence to U.S. Government regulations, import and export laws, procedures, and processes will ensure safe, expeditious processing and handling of the assets.

This guideline is being released to assist all contractors, sub-contractors, suppliers, National Aeronautics and Space Administration (NASA), experiment/payload users, International Partners (IPs), and Program Participants (PPs) in understanding the information needed for efficient receipt and subsequent processing of International Space Station (ISS) assets, payloads, and experiments at KSC. Information on export control is also contained in this document. Any questions should be directed to the appropriate point of contact listed in Section 7.0.

2.0 Selecting the Proper Shipping Form

2.1 Types of Shipping Forms

Four types of shipping forms are used to transport property to the Kennedy Space Center. Property can be sent to KSC for various reasons to include test and return, long and short term storage, flight-manifested assets, as well as property sent to an organization or persons for their use at KSC, hereafter called Owner-to-Owner shipments (see Section 2.2.3). Examples of these forms can be found in Appendix A. The following information is provided to describe the documents as well as the recommended use of each document.

2.1.1 DD Form 1149 (or equivalent), Requisition and Invoice/ Shipping Document

U.S. Government form used for the loan, transfer, hand carries of assets or for Owner-to-Owner shipments.

2.1.2 DD Form 250, Material Inspection and Receiving Report

The developer of an asset utilizes the form for acceptance by the U.S. Government and subsequent delivery to the eventual destination. Further, the form can be used for the transfer of property from one contract to another. Note: The example of the DD Form 250 referenced in Appendix A contains the basic information required for DD Form 250 processing. For detailed information for completing this form, refer to the contract listed in block number 1 of the DD Form 250.

2.1.3 Modified DD Form 250, Material Inspection and Receiving Report
May be used by the Space Station Program Office (SSPO) for IPs or PPs without specific contracts to transfer flight or non-flight assets to the U.S. Government (NASA).

2.1.4 Commercial Shipper (or equivalent)
Form used by a foreign entity for the loan, transfer, and hand carry of assets or for "Owner-to-Owner" shipments.

2.2 Types of Property Transactions

The various types of property transactions are illustrated along with the suggested use of the various forms described above.

2.2.1 Transfer

When shipment of Government-owned property/assets to NASA KSC and/or Checkout, Assembly and Payload Processing Services (CAPPS) with the intention of transferring accountability to either NASA or CAPPS. The following forms are to be used to ship items to KSC when a transfer of accountability is necessary:

- 2.2.1.1 Material Inspection and Receiving Report – DD Form 250
Used to obtain U.S. Government acceptance for property/assets being passed to and title vested to the U.S. Government. Ground support equipment, ISSP elements, and material delivered or transferred to:
- NASA/KSC via DD Form 250 should be marked for the CAPPS contract NAS10-02007.
 - NASA/Johnson Space Center (JSC) via DD Form 250 (delivered to KSC) should **not** be marked with a contract number.
 - NASA/JSC via DD Form 250 to the Boeing Prime contract should be marked for NAS15-10000
 - SPACEHAB via DD Form 250 should be marked as shipper only to SPACEHAB

2.2.1.2 Modified DD Form 250
May be used by the SSPO for IPs or PPs without specific contracts to transfer flight or non-flight assets to the U.S. Government (NASA).

2.2.1.3 DD Form 1149 (or equivalent)

Used to transfer property considered being U.S. Government Furnished Property (GFP). Note: GFP means property in the possession of, or directly acquired by the Government and subsequently made available to a contractor. It includes both *material and equipment*.

2.2.1.4 Commercial Shipper (or equivalent)

Form used by a foreign entity for the loan, transfer, and hand carry of assets or for "Owner-to-Owner" shipments.

2.2.2 Loan

Items delivered to CAPPS or NASA at KSC to support ISS and payload processing. Responsibility for property/assets is established at KSC; however, accountability is maintained by the sending organization. The following forms are to be used for shipment of property to KSC but *do not* transfer accountability.

2.2.2.1 DD Form 1149 (or equivalent)

Used for U.S. Government property shipped from one NASA installation to another NASA installation as a loan. Asset maintenance and accountability remains with the sending organization's Office of Primary Responsibility (OPR). CAPPS assumes the responsibility and management of these assets while on loan and subsequently located at KSC. These items should be marked for NASA KSC and *not* for CAPPS contract NAS10-02007.

2.2.2.2 DD Form 1149 (or equivalent)

Also used for U.S. Government property shipped from one entity to another as a loan. Asset maintenance and accountability still remains with the sending organization's OPR or Integrated Product Team (IPT) lead. However, CAPPS will be responsible for the item while located at KSC.

2.2.2.3 Commercial Shipper (or equivalent)

May be used by IPs or other participants if all NASA required information is provided. (Reference Checklist, Section 3.1.) Loans to CAPPS should be coordinated with appropriate mission representatives for incorporation into the Program Requirements Document if required.

Ownership, control, maintenance, and storage are the responsibility of the identified OPR or IPT Lead. Asset management will be provided by CAPPs and includes providing an end item ownership identification tag visible to prevent asset commingling. CAPPs will provide a secured area to temporarily store assets, and a tracking and issuing system to help prevent loss.

2.2.3 Owner-to-Owner (Counter-to-Counter)

Shipments of property/assets from one entity to itself for use on-site by a representative of the sending organization are considered to be "Owner-to-Owner" shipments. (Examples: shipment from Russia to Russians at KSC or from a Honeywell supplier to Honeywell support personnel located at KSC). While accountability is retained by the sending organization, CAPPs will be responsible for receiving, issuing and tracking the assets while located at KSC. This includes items for test/return and repair.

NOTE: Per NASA requirements, all items should have an ownership identification tag affixed to the property to prevent asset commingling. In the absence of an appropriate identification of ownership, CAPPs is obligated to ensure the assets are properly labeled. However, tags will *not* be applied to Flight Hardware at KSC. The following forms are to be used for this type of transfer.

2.2.3.1 DD Form 1149 (or equivalent)

Used for U.S. Government property. (Example: JSC-owned hardware shipped to JSC employees utilizing JSC Form 290.)

2.2.3.2 Commercial Shipper (or equivalent)

Used for non- U.S. Government owned property. (Examples: Boeing owned hardware commonly classified as corporate property, shipped to Boeing employees and International Partner owned property shipped to KSC for use by the International Partner.)

2.2.4 Hand Carry

Shipment of property that is for processing, integration, or testing and subsequently hand carried to KSC require the individual carrying the items to comply with all aspects of the *KSC ISS and Payloads Receiving and Shipping Guidelines*. All offline Payloads are required to process through the Utilization Logistics Room. The property may be hand carried to KSC for Transfer (2.2.1), Loan (2.2.2), or Owner-to-Owner shipment (2.2.3). The same process is to be followed as described in the appropriate section depending on the type of property transaction.

2.2.4.1 Commercial Shipper (or equivalent)

Form used by a foreign entity for the loan, transfer, and hand carry of assets or for "Owner-to-Owner" shipments.

NOTE: The document is required to show the name of the person who is hand carrying the property that will ultimately be responsible for the assets while at KSC as well as the information required by the checklist in Section 3.1. This policy does not include, or apply to, property of a personal nature such as personal laptop computer.

3.0 **Shipments to KSC (Inbound)**

IPs or PPs will prepare shipping documentation at the point of origin and provide a facsimile (fax) or electronic mail (e-mail) copy to the appropriate point of contact in Section 7.0, at least two weeks prior to shipment. (This requirement is to expedite prompt Customs processing.) Additionally, this documentation is needed to schedule incoming shipments for any unusual or special storage requirements, to assist with the Logistics, Safety & Mission Assurance/Quality Assurance, contracts, and operations review Prior to arrival of hardware on-dock at KSC.

3.1 Checklist of Required Information When Shipping to KSC

The following list provides detailed information that is necessary to meet KSC's Receiving Department requirements and to ensure proper distribution of all assets. The list should be used as a guideline and checklist prior to shipment and must be provided in English. Sample shipping forms are attached (Appendix A). (If multiple items are contained, please itemize the contents, listing the **bold** information for each item.)

Checklist for Shipments to KSC

- ☐ NASA or Contract Name
(Space Flight Operations Contract (SFOC), CAPPS, SPACEHAB, etc.)
 - ☐ Contract Number
(International Partners may reference appropriate NASA Memorandum of Understanding as Contract Name/Number)
 - ☐ Point of Contact at KSC
 - ☐ Phone Number (of above)
 - ☐ Freight Bill Number
 - ☐ Transportation Carrier
 - ☐ U.S. Gateway (intended port of entry)
 - ☐ Appropriate To/From Addresses
 - ☐ Special Handling Instructions
 - ☐ Mission Identification (Shuttle Transport System # or ISS #) & payload name
 - ☐ Shipping Date/Expected Arrival Date at KSC
 - ☐ Acceptance Data Package, or integration Data Package (IDP) if applicable
 - ☐ Fax copy of shipper to end user
 - ☐ **Part Number ***
 - ☐ **Serial Number ***
 - ☐ **Model Number ***
 - ☐ **Nomenclature ***
 - ☐ **Program Model Number (If known) ***
 - ☐ **Quantity ***
 - ☐ **Unit Cost (in U.S. dollars)***
 - ☐ **Country of origin***
 - ☐ **Item Fidelity ("FLIGHT" or "Ground Support Equipment") ***
- * Include for each line item of shipment.

Also include (if applicable):

- ☐ Period of Loan
- ☐ Return Address and Point of Contact (POC)
- ☐ Any other special information (restrictions, ship short items, etc.)

3.2 KSC Shipping Addresses

ISS and Payload assets shipped to KSC should be addressed according to the following criteria. (Please refer to the attached sample forms and the point of contact persons listed in Section 7.0 for further information.

3.2.1 CAPPS shipping address

- DOMESTIC SHIPMENTS:
Ship To:
Transportation Officer
(For items being delivered to NASA via DD250 this line should read: NASA Transportation Officer)
CAPPS Warehouse, Building M6-698
Kennedy Space Center, FL 32899

Mark For:
Point of Contact (or Mission Rep.)
Name/Mail Stop/Phone Number:
Contract Number: (Either NAS10-02007 for Boeing CAPPS or NAS15-10000 for Boeing Prime)
Attention: Tara S. Miller
(NOTE: If requested, CAPPS will route assets as annotated on the paperwork)

- INTERNATIONAL SHIPMENTS
Ship To:
NASA Transportation Officer
CAPPS Warehouse, Building M6-698
Kennedy Space Center, FL 32899
Mark For:
Point of Contact (or Mission Rep., consult 6.1)
Name/Mail Stop/Phone Number:
Contract Number: (Either NAS10-02007 for Boeing CAPPS or leave blank.)
Attention: Tara S. Miller

3.2.2 SPACEHAB Shipping Address

Ship To:
SPACEHAB, Inc.
620 Magellan Road
Cape Canaveral, FL 32920

Mark For:
Point of Contact Name:
Mail Stop:
Phone Number:
Notify: Michael Vawter (321) 867-5492

3.2.3 SFOC Shipping Address (NOTE: SFOC receives Flight Crew Equipment and ISS items for direct Orbiter storage)

Ship To:

Transportation Officer

LC-39 Logistics Facility

Building K6-1547

Kennedy Space Center, FL 32899

Mark For:

SSPF, Building M7-360, Room 1092

Mary Bellobuon, (321) 867-6269

Attention: Richard Burns, (321) 867-6731

3.3 Inbound Notification Process

Once a shipment has been tendered to the carrier and the IP has received notice that the goods are "confirmed on board", the following documents should be faxed or e-mailed with electronic copies immediately to the Customs/Export, POC listed in section 7.0:

- Commercial Invoice (with payload or mission number annotated)
- Copy of the carrier's bill of lading

If a freight forwarder is used, provide to the Customs/Export POC listed in Section 6.4, a contact name and phone number for the forwarders office in the U.S. If goods are being transported on special charter aircraft, documents should be provided 24 hours (working day) prior to departure.

3.4 Inbound Aircraft Charters

Both the Shuttle Landing Facility at KSC and the Skid Strip at Cape Canaveral Air Force Station are Prior Permission Request airports and landing or use must be coordinated with the NASA Transportation Officer. Landing at the Skid Strip also requires prior Approval by the U.S. Department of Defense in Washington, D.C.

Arriving and/or departing aircraft will have to process through the following U.S. Government agencies at the landing strip:

- U.S. Customs Service
- U.S. Department of Immigration
- U.S. Department of Agriculture
- Any other agency deemed necessary by NASA or CAPPS personnel

The flight crew and any other individuals on the aircraft should make sure all passports and visas are current and in good standing. Additionally, any licenses or permits required for the processing of the cargo will need to accompany the aircraft.

4.0 Shipment of Utilization Payloads Assets to KSC

Utilization Payload assets include Life Sciences and Experiments processed on Cape Canaveral Air Station (CCAS) or KSC. Utilization assets are sent to CCAS and/or KSC for off-line processing in unique laboratory settings and therefore require specific shipping information on the DD Form 1149 (or equivalent) or packing sheet. It should be noted that CAPPS would receive the Utilization Payload asset upon initially arriving at KSC and do identification and damage assessment only on the shipment. (Please refer to the attached instructions in Appendix C for the information required on the shipper and the point of contacts listed in Section 7.0 for further information). Prior to Payloads being delivered to the offline labs, provider must go through the Utilization Logistics Room. Once a Utilization payload is processed in an off line lab, some items will be turned over by the owner, via the DD Form 1149 (or equivalent) as an On-line asset.

Note: The turn over to CAPPS is for responsibility only; the accountability will remain with the payload provider/developer. Based on this, a contract number is not appropriate on any off line or on line DD Form 1149 (or equivalent).

4.1 Flight Readiness Status

It is mandatory that the DD Forms 1149 (or equivalent) documents any issue affecting KSC on-line processing or note "no issues affecting KSC on-line processing" or lastly, indicate if there are any "issues affecting KSC on-line processing addressed in the IDP" relative to the Flight Readiness Status.

5.0 Receipt of Shipments at KSC

Upon receipt, all shipments will be verified, inspected for obvious damage and examined to ensure there is proper identification before routing to the appropriate OPR. ISS Asset Management Services (AMS) include tracking the hardware while en-route to KSC, applying identification labels to non-flight assets, tracking and recording of the property while located at KSC, and tracking the assets while in transit back to the customer. AMS will not apply to customers working in an off line lab. Note: If hazardous or non-hazardous items such as chemicals are received, it must have a Material Safety Data Sheet affixed to the container prior to it being released to the user. For containers being shipped in for the "off-line" customer, the container will continue through the receiving process and sent to the customer unopened. Some of the main benefits of the Asset Management Services include.

1. The avoidance of lost assets.
2. Providing a secured area for the temporary storage of property during its stay at KSC.
3. The ability to provide a property control recording, tracking and issuing arrangement to ensure that property is accounted for and properly issued to the specified end user(s).

NOTE: A Point of Contact list is included in Section 7.0 to be used as necessary.

Flight and non-flight assets as well as related material and/or equipment will typically be designated for delivery to one of the following contracts. This will include Customs clearance as required. (Refer to Section 3.2 for the associated receiving areas and addresses)

- 5.1 Boeing, CAPPS at KSC is responsible for receipt, tracking, recording, and disposition of Space Station and payload designated property for NASA, IPs and other ISSP participants. For assets being transferred or loaned to CAPPS, the appropriate shipping document should reference the CAPPS Contract Number NAS10-02007.
 - CAPPS also receives items designated for The Boeing Prime Contract. For assets being transferred or loaned to Boeing Prime, the appropriate shipping document should reference the Boeing Prime Contract Number NAS15-10000.
- 5.2 United Space Alliance (USA), SFOC, receives Flight Crew Equipment and Space Station items designated for immediate Orbiter Mid-Deck Stowage. For assets being transferred or loaned to SFOC, the appropriate shipping document should reference the USA Contract Number NAS9-20000.
- 5.3 SPACEHAB, Inc. also receives items if they are to be stowed directly into the SPACEHAB module. Presently, for those items that are to be stowed in the SPACEHAB module, the property should *not* be "transferred" to SPACEHAB but shipped to SPACEHAB *through* NASA JSC. Presently, NASA JSC will retain accountability for items being stowed in the SPACEHAB module and consequently shipped to the ISS. However, should there be a need to actually transfer or loan property to SPACEHAB, the appropriate shipping document should reference the SPACEHAB Contract Number NAS9-97199.

6.0 Shipments from KSC (Outbound)

Assets that require shipment from KSC to either domestic or international destinations will be processed through the same contract and contractor

under which they were received (CAPPS, SFOC, SPACEHAB, etc.). Contractors are responsible for compliance with their internal processes and procedures.

6.1 How to Request Outbound Shipments

KSC Form 31-376NS, Shipping Document Request or DD Form 1149 (Appendix A) is to be filled out by the requestor and submitted to the Mission Support Representative listed in 7.1 for approval and signature. (Refer to Section 7.0 for points of contact and sample form 31-376NS, Appendix A, for shipping documentation requirements)

6.2 How to Request Offline Shipments

KSC Form 31-376NS, Shipping Document Request or DD Form 1149 (Appendix A) is to be filled out by the requestor and submitted to the Utilization Logistics Room listed in 7.1.3 for approval and signature. (Refer to Section 7.0 for points of contact and sample form 31-376NS, Appendix A, for shipping documentation requirements)

6.3 Export Shipments

For items to be shipped to international locations, a minimum of two weeks lead-time is requested to allow for accurate processing of Customs documentation. Additionally, a representative of the IP is requested to be available to interact with the appropriate Export representative.

6.4 Required Information for Export Shipments

The document entitled *Information Required on Export Shipments* (Appendix B) is to be completed on all export shipments and submitted along with the KSC form 31-376NS to the assigned CAPPS Logistics Mission Representative. NASA Logistics will coordinate assets to be shipped with the appropriate Customs/Export point of contact.

6.5 Shipper's Security Endorsement

Shipments that arrive at the Shipping Department, which have been packed by the IPs (and are not to be opened by CAPPS personnel) will require a completed *Shippers Security Certification* (Appendix B). This document *must* be provided before the assets can be released for shipment.

7.0 KSC Points-of-Contact

Please feel free to contact the following people if you have any questions or concerns regarding shipment of any asset to KSC.

7.1 Mission Support Representative Contacts and Utilization Logistics Room

7.1.1 NASA KSC

Rodney P. Berwanger (UB-D)

Phone (321) 867-6074

FAX (321) 867-6110

E-Mail Rodney.Berwanger-1@nasa.gov

7.1.2 Boeing CAPPS

Jim Bancroft

Phone (321) 867-8212

FAX (321) 867-6580

E-mail James.E.Bancroft@boeing.com

7.1.3 Boeing CAPPS - Utilization Logistics Room

SSPF Room 1268

Phone: (321) 867-6486

FAX: (321) 867-5699

7.2 Property Management

7.2.1 CAPPS Contract NAS10-02007

Tara S. Miller

Phone: (321) 867-8910

Fax: (321) 867-5575

E-mail: tara.s.miller@boeing.com

7.3 Transportation

7.3.1 NASA/KSC

Lesley Carroll, Transportation Officer

Phone: (321) 867-2975

Fax: (321) 867-1458

E-mail: Lesley.Carroll-1@nasa.gov

7.3.2 CAPPS

Debbie Gast, Transportation/Receiving Manager

Phone: (321) 867-7920

FAX: (321) 867-1837

E-mail: gastd@xch-bsco-02.boeing.ksc.nasa.gov

7.4 Customs/Exports

7.4.1 NASA/KSC

Sam Lewellen, Center Export Administrator

Phone: (321) 867-4112

Fax: (321) 867-1458
E-mail: Samuel.R.Lewellen-1@nasa.gov

7.4.2 NASA/KSC

Wayne Ranow, ISS/Payloads Directorate Export Control
Representative

Phone: (321) 867-6066
FAX: (321) 867-6110

E-mail Wayne.Ranow-1@nasa.gov

7.4.3 CAPPS

Rose Ogden, Transportation Analyst

Phone: (321) 867-1963
Fax: (321) 867-1837
E-mail: rose.m.ogden@boeing.com

7.5 Additional Points of Contact

7.5.1 SFOC Logistics

Mary Bellobuon

Phone: (321) 867-6269
Fax: (321) 867-6329
E-mail: mary.b.bellobuon@usago.ksc.nasa.gov

7.5.2 SPACEHAB Logistics

Mike Vawter

Phone: (321) 868-7414
Fax: (321) 868-7483
E-mail: william.m.vawter@boeing.com

7.5.3 NASA Utilization Payloads

Jack Keifenheim

Phone (321) 867-6028
FAX (321) 867-7282
E-mail Jack.P.Keifenbeim@nasa.govv

APPENDIX A

Modified DD Form 250

MATERIAL INSPECTION AND RECEIVING REPORT						Form Approved OMB No. 0704-0248	
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0248), Washington, DC 20503.							
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.							
1. PROC. INSTRUMENT IDEN. (CONTRACT) INTERNATIONAL AGREEMENT NUMBER AND DATE		(ORDER) NO. Not Applicable		6. INVOICE NO./DATE Not Applicable		7. PAGE OF	
2. SHIPMENT NO.		3. DATE SHIPPED		4. B/L Not Applicable		5. DISCOUNT TERMS Not Applicable	
9. Delivered from OWNER OF ASSET WITH WHOM INTERNATIONAL AGREEMENT IS ESTABLISHED		CODE NOT APPLICABLE		10. ADMINISTERED BY SPACE STATION PROGRAM OFFICE LYNDON B. JOHNSON SPACE CENTER		CODE NOT APPLICABLE	
11. SHIPPED FROM (if other than 9) IF OTHER THAN 9 ABOVE		CODE Not Applicable		12. PAYMENT WILL BE MADE BY Not Applicable		CODE NOT APPLICABLE	
13. SHIPPED TO TRANSPORTATION OFFICER, NASA CAPPS WAREHOUSE, BUILDING M6-698 KENNEDY SPACE CENTER, FL 32899		CODE CONTACT INFORMATION		14. MARKED FOR MISSION REPRESENTATIVE, PHONE NUMBER CONTRACT NUMBER LOCATION OF HARDWARE, BLDG. & ROOM ATTN: TARA MILLER		CODE NOT APPLICABLE	
15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION (Indicate number of shipping containers - type of container - container number.)			17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
LINE ITEM NO.	List Item Name and Part Number (Attachments are acceptable) List the fidelity of Hardware i.e Flight vs. Non-flight (GSE) and ISS Mission number i.e..2A.2A Annotate if Acceptance Data Package (ADP) is Included List any "Ship Shorts" (Attachments are Acceptable)			QUANTITY OF LINE ITEM SHIPPED	EACH Etc.	PRICE PER UNIT	COST CAN BE ESTIMATED
21. CONTRACT QUALITY ASSURANCE						22. RECEIVER'S USE	
A. ORIGIN <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my super- vision and they conform to requirements except as noted herein or on supporting documents. DATE _____ SIGNATURE OF AUTH GOVT REP _____ TYPED NAME AND OFFICE				B. DESTINATION <input type="checkbox"/> <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my super- vision and they conform to requirements except as noted herein or on supporting documents. DATE _____ SIGNATURE OF AUTH GOVT REP _____ TYPED NAME AND OFFICE		Quantities shown in column 17 were received in apparent good condition except as noted. DATE _____ SIGNATURE OF AUTH GOVT REP _____ TYPED NAME AND OFFICE * If quantity received by the Government is the same as quantity shipped, indicate by (X) if different, enter actual quantity received below quantity shipped and encircle.	
23. INSTRUCTIONS Items (2), (3), (7), (8), (13) —Fill in as required. Item (21)(A) to be filled out after NASA acceptance review in country of Origin. Item (21)(B) to be filled out after post delivery inspection at KSC. Item (22) to be filled out after shipment receipt at KSC.							

Sample DD Form 250

SHIPMENT ADDRESS
DD250 DELIVERY TO NASA - KSC

MATERIAL INSPECTION AND RECEIVING REPORT										Form Approved OMB No. 0704-0248	
<small>Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0248), Washington, DC 20503.</small> PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.											
1. PROC. INSTRUMENT IDENT. (CONTRACT) NASA CONTRACT NUMBER			2. (ORDER) NO.			6. INVOICE NO. / DATE		7. PAGE OF		8. ACCEPTANCE POINT DESTINATION KSC	
2. SHIPMENT (one shipment, i.e., ship shorts)			3. DATE SHIPPED			4. B/L TCN			5. DISCOUNT TERMS		
9. PRIME CONTRACTOR CONTRACTOR ADDRESS						10. ADMINISTERED BY SPACE STATION PROGRAM OFFICE ATTENTION: OG/CONTRACTING OFFICER LYNDON B. JOHNSON SPACE CENTER HOUSTON, TX UNITED STATES 77058					
11. SHIPPED FROM (If other than 9) CONTRACTOR ADDRESS						12. PAYMENT WILL BE MADE BY					
13. SHIPPED TO NASA TRANSPORTATION OFFICER CAPPS WAREHOUSE, BUILDING M6-698 KENNEDY SPACE CENTER, FL 32899						14. MARKED FOR MISSION REPRESENTATIVE, PHONE NUMBER CONTRACT NUMBER: NAS10-02007 LOCATION USE: BUILDING & ROOM NUMBER ATTENTION: TARA S. MILLER					
15. ITEM NO. LINE ITEM NUMBER		16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number.)				17. QUANTITY SHIP / RECD *		18. UNIT EACH, ROLL, ETC.		19. UNIT PRICE PRICE PER UNIT	
		DESCRIPTION List Item Name and Part Number - attachments are acceptable List the fidelity of hardware; i.e., Flight or Non-Flight (GSE), and Mission Number; i.e., 7A Annotate if Acceptance Data Package is included List Ship Shorts (if any) - attachments are acceptable				QUANTITY OF LINE ITEM SHIPPED				AMOUNT TOTAL COST (CAN BE ESTIMATED)	
21. CONTRACT QUALITY ASSURANCE						22. RECEIVER'S USE					
A. ORIGIN <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.						B. DESTINATION <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.					
DATE TYPED NAME AND OFFICE SHOULD BE SIGNED BY AUTHORIZED NASA REPRESENTATIVE						DATE TYPED NAME AND TITLE SHOULD BE SIGNED BY AUTHORIZED NASA REPRESENTATIVE					
23. CONTRACTOR USE ONLY						* If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity received below quantity shipped and encircle.					

DD Form 250, NOV 92

Previous edition may be used.

Example of ISS DD250 Contract/Shipment: This example shows JSC as the Contract Administrator with shipment to NASA KSC and accountability with the CAPPS Contract.

Sample DD Form 1149

TRANSFER OR LOAN TO CAPPS VIA DD1149

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE / SHIPPING DOCUMENT										Form Approved OMB No. 0704-0246 Expires Mar 31, 1993	
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.											
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2											
1. FROM: (Include ZIP Code)						SHEET NO.		NO. OF SHEETS		5. REQUISITION DATE	
Contract Name						7. DATE MATERIAL REQUIRED (YYMMDD)		8. PRIORITY			
Contract Number if applicable											
Address											
2. TO: (Include ZIP Code)						9. AUTHORITY OR PURPOSE					
Transportation Officer						TRANSFER OF ACCOUNTABILITY OR LOAN					
Attention: David Bellemore						10. SIGNATURE					
CAPPS Warehouse, Building M6-698						11a. VOUCHER NUMBER & DATE (YYMMDD)					
Kennedy Space Center, FL 32899											
Attention: NASA Quality Representative											
3. SHIP TO - MARK FOR						12. DATE SHIPPED (YYMMDD)		b.			
POC Name/Mail Stop/Phone Number						13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER			
Location Use: (Building/room number)											
Attention: Tara S. Miller						15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.					
Contract Number: NAS10-02007											
Hold until further directions from Mission Support Representative											
4. APPROPRIATIONS SYMBOL AND SUBHEAD				OBJECT CLASS	EXPENDITURE ACCOUNT (From)	EXPENDITURE ACCOUNT (To)	CHARGEABLE ACTIVITY	BUREAU CONTROL ACTIVITY NO.	BUREAU CONTROL NO.	AMOUNT	
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES					UNIT OF ISSUE (d)	QUANTITY REQUESTED (e)	SUPPLY ACTION (f)	TYPE CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
(a)	(b)					(d)	(e)	(f)	(g)	(h)	(i)
	Item Name, PN, Model #, SN, Manufacturer					i.e. # shipped each				MANDATORY	
	Hardware Fidelity,										
	i.e. Flight vs. Non-Flight										
	Mission, i.e., Flight 7A										
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO						17. SPECIAL HANDLING					
RECEIVED BY DATE INITIALS	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	RECEIVED BY DATE INITIALS	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL
	PACKED BY							POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.
				← TOTAL →							

DD Form 1149, JAN 93

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE

To: BOEING / CMT Transportation Management, <hr/> Attention: Debbie Gast, 321-867-7920 <hr/> From:		(CHECK APPLICABLE BLOCK) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT <input type="checkbox"/> IN PLACE TRANSFER </div> <div> <input type="checkbox"/> SUPPLIER PICK UP <input type="checkbox"/> UPS/RPS CALL TAG <input type="checkbox"/> THIRD PARTY BILLING (Indicate Account No. or "Bill To Address" in Funding Data or Remarks Block below) </div> </div> <div style="text-align: right; margin-top: -20px;"> Basic August 2005 </div>	
-----------------------------------------------------------------------------------------------------------------	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

QUANTITY	DESCRIPTION (ICN/FSN/PART NO./TYPE/MANUFACTURER)	UNIT COST (US\$)	TOTAL COST (US\$)

SHIP TO:	CONTRACT #	MARK FOR:	CONTRACT #
AUTHORITY/REASON FOR SHIPMENT/RETURN:			
REQUIRED DATE AT DESTINATION:		FUNDING DATA:	
(FROM) CONTRACT/PO:		PR NUMBER / CCN:	

REMARKS/OTHER SHIPPING INFORMATION:
Yes No
☐ ☐ Packaged by international partner/customer. If yes, a signed Shipper's Security Certification **must** accompany shipment.
☐ ☐ Packing required
☐ ☐ Special packaging specification required If yes, specify
☐ ☐ Special handling required. If yes, specify
☐ ☐ Special transit requirements. If yes, specify
☐ ☐ Hazardous Material. If yes, an MSDS must accompany each hazardous item.
☐ ☐ QA required
☐ ☐ PMO required
☐ ☐ Transfer of accountability (annotate "to" and "from" contract numbers above)
☐ ☐ Loan of goods / Transfer of responsibility (annotate "to" and "from" contract numbers above) / Return Date:
☐ ☐ Test and return
☐ ☐ Item(s) will return to KSC installed in a higher assembly. Assembly name . Estimated return date of higher assembly to KSC

☐ ☐ ADP required - If yes, list ADP number(s) as a separate line item above.
☐ ☐ Pre-Ship telecon required – If yes, annotate date conducted

Hardware Classification (Check the two boxes that apply in the applicable category):
☐ Flight, Mission #____: Agency Peculiar☐, Material☐, Special Tooling (ST)☐, Special Test Equipment (STE)☐
☐ Non-Flight/ GSE, Mission #____: Agency Peculiar☐, Material☐, Plant Equipment (PE)☐, Special Tooling (ST)☐, Special Test Equipment (STE)☐

Yes No
 Final Copy ☐ ☐

Yes No
 Gold Shipment ☐ ☐

LOCATION OF MATERIAL		CONTACT (NAME):	
REQUESTOR'S NAME:	REQUESTOR'S SIGNATURE:	TITLE/OFFICE SYMBOL/PHONE NO:	DATE:
AUTHORIZER'S NAME:	AUTHORIZER'S SIGNATURE	TITLE/OFFICE SYMBOL/PHONE NO.:	DATE

APPENDIX B

INFORMATION REQUIRED ON EXPORT SHIPMENTS

		Value
Name of person preparing form: Company affiliation: Title: Phone number at KSC:		Signature: E-mail address:
		Weight lbs./oz./kg./grams (without packaging)
Country of origin of item:	Ultimate destination (country) of the item:	
*ECCN (if applicable)	*Schedule B Number:	
Manufacturer of the item:	End use of the item:	
Is there a NASA-to-country agreement/ MOU? <input type="checkbox"/> No <input type="checkbox"/> Yes (provide copy with shipment)		Name, address, phone number, & POC for customer's Customs Broker:
Is there an import/export license/permit for this item? <input type="checkbox"/> No <input type="checkbox"/> Yes (provide copy with shipment)		
Is this item covered under an ATA Carnet? <input type="checkbox"/> No <input type="checkbox"/> Yes (provide original with shipment)		
Is this item nuclear hardened? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Was this item previously imported into the U.S.? <input type="checkbox"/> No <input type="checkbox"/> Yes (Date:) (Entry #) (Provide copies of import paperwork, if available)		
Is this item classified as a hazardous material / dangerous good by IATA? <input type="checkbox"/> No <input type="checkbox"/> Yes (provide Material Safety Data Sheet and/or Competent Authority Approval, as applicable)		
Name of payload/ISS section:	Scheduled to fly on/flew on Date:	
Spell out any acronyms used above:		

COMPLETE FORM FOR EACH LINE ITEM OR GROUP OF "LIKE" ITEMS.

- * Traffic will assist in determining these numbers if necessary.
- * Not required on all shipments. Contact Traffic for guidance.
- * ALL items (or a combination of like items) valued over \$2,500 require a Schedule B Number.

ECCN is the Export Commodity Control Number and is listed in the U. S. Export Administration Regulation (15CFR)

Schedule B Number is the official commodity classification to be used in reporting export shipments from the U.S. on the Shipper's Export Declaration. This number is used by the Department of Census in compiling trade statistics and is based on the Harmonized Tariff Schedule used by most nations of the free world.

Manufacturer of item means where the item was made. If an item was procured in Germany, but was made by the Toshiba Corporation, chances are the origin of the item (unless Toshiba has a manufacturing plant in that country and the item was made there).

A NASA-to-country agreement – also known as a Memorandum of Understanding – would be negotiated at the beginning of any venture between NASA and a payload customer. Frequently the customer's Contracts Department or Program Office would retain the agreement/MOU. Language within the agreement/MOU will address such matters as who does what, who will pay for what, and, of course, import/export issues.

Licenses and permits can be required by any governmental body of either country (U.S. or payload customer) and non-compliance with provisions of the licenses can be extremely costly and detrimental.

- Items listed on the U. S. Munitions List require a license issued by the U.S. Department of State.
- Items listed on the Commerce Control List require a license issued by the U.S. Department of Commerce.
- Items that are nuclear capable or hardened or high-intensity timepieces require a license issued by the U.S. Department of State and/or U.S. Department of Energy.
- Certain explosive items covered under 27CFR require an import permit and/or a User License issued by the U.S. Bureau of Alcohol, Tobacco, & Firearms, Department of the Treasury.
- Plants and animals require a permit issued by the U.S. Department of Fish & Wildlife.
- Blood samples require a permit issued of the U.S. Center for Disease Control.

ATA Carnet (issued by the International Chamber of Commerce) is a Customs document permitting the holder to carry and send merchandise temporarily into certain foreign countries without paying duties or posting bonds.



National Aeronautics and Space Administration
John F. Kennedy Space Center
Kennedy Space Center, Florida 32899

Shipper's Name: NASA Transportation Officer
c/o Boeing Space Coast Operations
CAPPS Warehouse, Building M6-698
Kennedy Space Center, FL 32899

Subject: **SHIPPER'S SECURITY CERTIFICATION**

I CERTIFY THAT THIS SHIPMENT DOES NOT CONTAIN ANY UNAUTHORIZED EXPLOSIVES, DESTRUCTIVE DEVICES, OR OTHER HAZARDOUS MATERIALS. I CONSENT TO A SEARCH OF THIS SHIPMENT. I AM AWARE THAT THIS ENDORSEMENT AND MY ORIGINAL SIGNATURE, ALONG WITH OTHER SHIPPING DOCUMENTS, WILL BE RETAINED ON FILE UNTIL THE SHIPMENT IS DELIVERED.

Additionally, I certify that no personal items, NASA-owned hardware, and/or items outside the scope of the NASA agreement are contained in this shipment.

*Shipment to:

*Packer's Signature & date _____

*Packer's company affiliation _____

*Packer's phone number _____

(Office phone number where you can be reached for questions concerning this shipment)

***Items to be completed by customer (or customer representative) when packing his or her own goods for processing and shipping by CAPPS Transportation.**

Shipper's Reference Number: _____

Carrier Used: _____

Bill of Lading Number: _____

Shipper's Signature: _____

(Date)

Type of identification used: NASA KSC badge. Badge Number: _____
(Photo on badge)



National Aeronautics and Space Administration
John F. Kennedy Space Center
Kennedy Space Center, Florida 32899

Shipper's Name: NASA Transportation Officer
c/o Boeing Space Coast Operations
CAPPS Warehouse, Building M6-698
Kennedy Space Center, FL 32899

Subject: **SHIPPER'S SECURITY CERTIFICATION**

I CERTIFY THAT THIS SHIPMENT DOES NOT CONTAIN ANY UNAUTHORIZED EXPLOSIVES, DESTRUCTIVE DEVICES, OR OTHER HAZARDOUS MATERIALS. I CONSENT TO A SEARCH OF THIS SHIPMENT. I AM AWARE THAT THIS ENDORSEMENT AND MY ORIGINAL SIGNATURE, ALONG WITH OTHER SHIPPING DOCUMENTS, WILL BE RETAINED ON FILE UNTIL THE SHIPMENT IS DELIVERED.

Additionally, I certify that in the personal items, no NASA-owned hardware, and/or items outside the scope of the NASA agreement are contained in this shipment.

*Shipment to:

*Packer's Signature & date _____

*Packer's company affiliation _____

*Packer's phone number _____

(Office phone number where you can be reached for questions concerning this shipment)

***Items to be completed by customer (or customer representative) when packing his or her own goods for processing and shipping by CAPPS Transportation.**

Shipper's Reference Number:

Carrier Used:

Bill of Lading Number:

Shipper's Signature: _____

(Date)

Type of identification used: NASA KSC badge. Badge Number:
(Photo on badge)

APPENDIX C

Utilization Payload Shipping Instructions

On-Line

DD1149 or Packing Sheet (Or equivalent form)

To:

Transportation Officer
CAPPS Warehouse Bldg. M6-698
Kennedy Space Center, FL 32899

Mark For:

Customer Integration Manager:
(Insert name, phone number)

Attention: Logistics Mission Rep:
(Insert name, mail code/phone number)
Note: Call 321-867-6612 for help

Additional Contacts: Add as required

Location use: Building and room

Include on Form:

1. Utilization Payloads
2. Identify for: On-line processing
3. Identify Flight or Non-Flight
4. Identify Mission Number
5. Identify Payload Name
6. Must address any issue affecting KSC on-line processing, or note "no issues for KSC on-line processing", or note that "issues affecting KSC on-line processing are addressed in the IDP. These statements on the shipper must be "validated" with a Quality stamp or customer signature.
7. Must identify hardware with ownership identification.

Off-Line

DD1149 or Packing Sheet (Or equivalent form)

To:

Transportation Officer
CAPPS Warehouse Bldg. M6-698
Kennedy Space Center, FL 32899

Mark For:

Customer Integration Manager:
(Insert name, phone number)
And CAPPS Utilization Logistics Room.

Attention: Owner name, phone number

Additional Contacts: Owner name,
phone number

Location use: Building and room

Include on Form:

1. Utilization Payloads
2. Identify for: **Off-Line** processing
3. Identify Flight or Non-Flight
4. Identify Mission Number
5. Identify Payload Name
6. Must identify hardware with ownership identification.